

## **EQUIPMENT MANAGER**

**7575**

(Revised 1996)

The equipment manager is a key staff member of the Logistics Section. This position covers a range of tasks and responsibilities in the Ground Support Unit. Of all the positions in the Logistics Section, the Equipment Manager is the one person who has the most contact with the Operations Section.

## **EQUIPMENT MANAGER'S RESPONSIBILITIES**

**7575.1**

(Revised 1996)

Following are the basic responsibilities of the equipment manager:

- Obtain briefing from the Ground Support Unit leader.
- Obtain Incident Action Plan to determine fueling and service requirements for all resources and the location for assigned active resources.
- Obtain necessary equipment and supplies.
- Provide fueling, service, maintenance and repair to all vehicles according to schedule.
- Prepare schedules to maximize use of available transportation.
- Provide transportation and support vehicles for incident use.
- Coordinate with Agency Representatives on service and repair policies as required.
- Inspect equipment condition and ensure coverage by equipment agreement.
- Determine supplies (e.g., gasoline, diesel, oil and parts needed to maintain equipment in efficient operating condition), and place orders with Supply Unit.
- Maintain Support Vehicle Inventory (ICS 218).
- Maintain equipment rental, service and use records; transmit information and shift tickets to the Finance Section as required.
- Check all service repair areas to ensure that appropriate safety measures are being taken.
- Help develop and implement the traffic plan.

- Supervise demobilization of equipment in accordance with incident Demobilization Plan.

## **EQUIPMENT MANAGER'S 12-HOUR CHECKLIST**

**7575.2**

(Revised 1996)

## **BRIEFING INFORMATION**

\_\_\_\_\_ Agencies assigned  
\_\_\_\_\_ Anticipated # of personnel  
\_\_\_\_\_ Manpower and equipment on line  
\_\_\_\_\_ Manpower and special equipment ordered  
\_\_\_\_\_ Location of ICP, base, camps, etc.  
\_\_\_\_\_ Office trailers for Unit  
\_\_\_\_\_ Relief drivers  
\_\_\_\_\_ Transportation routes  
\_\_\_\_\_ Transportation vehicles:  
    \_\_\_\_\_ vans  
    \_\_\_\_\_ buses  
    \_\_\_\_\_ private pickups  
    \_\_\_\_\_ other  
\_\_\_\_\_ Photocopier in camp  
    \_\_\_\_\_ ordered  
\_\_\_\_\_ Communications, intra-base  
\_\_\_\_\_ Communications Unit location  
\_\_\_\_\_ Ordering procedures  
\_\_\_\_\_ Access from base to line  
\_\_\_\_\_ Helibase location  
\_\_\_\_\_ Drop points located  
\_\_\_\_\_ Maps  
\_\_\_\_\_ Predicted weather conditions  
\_\_\_\_\_ Security problems  
\_\_\_\_\_ Potable water availability for Unit  
\_\_\_\_\_ Fuel types  
    \_\_\_\_\_ gas  
    \_\_\_\_\_ diesel  
\_\_\_\_\_ Motor oil - 10/40  
\_\_\_\_\_ Transmission fluid  
\_\_\_\_\_ Vehicle window cleaning supplies  
\_\_\_\_\_ Fueling location  
\_\_\_\_\_ Sanitation:

## **ORGANIZATION AND PERSONNEL**

**7575.3**

(Revised 1996)

The number of personnel required to operate the equipment manager's function will depend on the requirements of the general staff, the needs of the Support director, and the size and complexity of the incident, including the number of bases and camps. Usually there is an equipment manager at each base and camp.

The equipment manager may have a staff of mechanics, drivers, and operators on any incident. The recommended staff requirements will be found in the Field Operations Guide, pages 2 - 4.

## **MAJOR PROCEDURES**

**7575.4**

(Revised 1996)

The major procedures followed by the equipment manager are identified in the following subsections.

### **BRIEFING**

**7575.4.1**

(Revised 1996)

After the equipment manager arrives at the incident, the manager must be briefed by either the Ground Support Unit leader, Support Branch director or the Logistics Section chief. The following are the initial questions that must be asked:

- What equipment is on the incident now?
- What equipment has been ordered (vehicles, buses, etc.)?
- What personnel have been ordered for the unit?
- Does the Planning Section have any information for the traffic plan?
- What types of equipment fuel will be needed, and how much?
- Where will servicing and maintenance be done?
- Is there a need for bus transportation for "fly-in" crews and/or "R and R" programs?
- Who authorizes repair purchases for equipment other than state equipment?
- Who in the Finance Section will be responsible to receive shift tickets?

## **PLANNING PROCESS**

**7575.4.2**

(Revised 1996)

After the briefing, the equipment manager should have an idea of the extent and size of the operation. In planning, the equipment manager and Ground Support Unit leader will take all available information and formulate a plan of operation. They should take information from all briefings, incident action plan, and what they have observed and heard around the incident.

## **FACILITY LAYOUT FACTORS**

**7575.4.3**

(Revised 1996)

The equipment manager may or may not arrive to an incident with the Ground Support Unit already set up. If the Unit is not already set up, then the equipment manager, Ground Support Unit leader and the Facilities Unit leader (or base/camp manager) must select a site that will meet the needs of the incident. Some considerations in choosing a site are:

### **A. Fuel service area**

- Easy access.
- Capability of fueling from both sides of fuel tender.
- No backing required.
- Isolation from sources of ignition.
- Security.
- Post "no smoking" areas.
- Provide fire extinguishers.

### **B. Repair area**

- Pavement for equipment, if possible.
- Shade or shelter from elements.
- Easy access.
- Out of main traffic flow.
- Adequate parking area.

- Electrical hook-up.
- Availability of off-incident repair area.
- Security.

**C. Equipment timekeeping area**

- Near entrance/exit of equipment area.
- Sheltered from elements.
- Has records storage capability.

**D. Equipment inspection area**

- Easy access.
- No backing required.
- Out of main flow of traffic.
- Sufficient size.

**E. Ground support vehicle parking**

- Easy access.
- No backing required.
- Out of main flow of traffic.
- Sufficient size.
- One parking attendant for each 30 engines with handie-talkie.
- The manager must remember to select a site that can be enlarged and set up an operation whose site can create a smooth working environment.

## **MAINTAINING RECORDS: ICS 218, OF-304, ME-107**

**7575.4.4**

**(Revised 1996)**

The equipment manager must establish a system and location to compile information and records, including a central point to collect shift tickets on hired equipment for the Finance Section (see Section 7575.4.9 below). A **current** ICS 218 must be placed into the incident action plan every operational shift. Although the Ground Support leader is responsible for the ICS 218, the equipment manager will furnish all the information.

Turn any maintenance or service records (ME-107s, Forestry Mobile Equipment Work Order-- Emergency) into the Finance Section. Attach all fuel records (OF-304, Fuel and Oil Issue) to the ME-107 and turn into the Finance Section at the time when the contractor is to be paid. **(NOTE: For hired equipment there will be a deduction off of the CDF-61.)**

Detailed procedures for the OF-304 and ME-107 can be found in Incident Fiscal Management (3800) Handbook under sections 3833.5 and 3833.6. In addition, each Logistics chief should have a reference copy of the entire hired equipment section (3833) in his/her LOGS Guide. An abstract of the two sections at issue is provided below:

### **OF-304, Fuel and Oil Issue**

The purpose of this document, also known as the OF-304, is to ensure that fuel and oil costs are charged back to contract vendors and other agencies. The OF-304 records the delivery of fuel and oil to all non-CDF-owned equipment. It may also be used to record fuel and oil provided to CDF-owned equipment. This latter use is optional since the AO-78A also can be used as the record for CDF equipment.

The OF-304 is completed by Ground Support **every time** fuel or oil is dispensed to a non-CDF vehicle at an incident. Do not "run a tab." The yellow copy is given to the contractor at the time of delivery. After the OF-304 has been posted to the ME-107, the white copy is detached, stapled to the ME-107, and forwarded to the Equipment Time Recorder in the Finance Section. The remaining two copies (invoice copy and book copy) stay with the Ground Support Unit.

**NOTE:** The exception for posting is when the equipment is hired dry in which case the OF-304 is **not** posted to the ME-107 but is retained to reconcile the fuel contractor's delivery with amounts dispensed.

Other agency equipment (USFS, NPS, BIA, etc.) will also be posted on an ME-107 for that agency for inclusion in future billings.

Fuel provided to contractors from CDF service units will be recorded on the OF-304 and forwarded to ground support for posting on the ME-107.

### **ME-107 Forestry Mobile Equipment Work Order -- Emergency Use**

Ground Support is responsible for preparing and updating the ME-107. The ME-107 records fuels, repairs and servicing furnished by CDF to the contractor. The purpose of use is as follows: The equipment rental rates include compensation for maintenance and operation. The responsibility is therefore placed on the owner of the equipment to supply **all** the fuel, repairs, and servicing needs when possible. (It has been found that most equipment hired is able to be serviced and maintained by the owner.) The sole exception is when the equipment is hired dry; in that instance, CDF provides oil, fuel, and lube at no cost. Any other services are expected to be provided by the contractor.

However, when the contractor is unable to service his/her equipment, CDF may do so (if requested), but only if the cost is documented on the ME-107 and subsequently deducted from the contractor's payment on the CDF-61.

An ME-107 must be initiated for the contractor at the time **any fuel, supplies, repairs, or labor is provided to the piece of equipment**. This includes private contractors, the California National Guard, federal cooperators, etc. The only exception is if the equipment is hired dry, and **only** fuel, oil, and lube is provided.

At the end of the incident, the Ground Support Unit leader gives the pink copy to the vendor and submits the original (white) copy of the ME-107 (with all OF-304s attached) to the Time Unit in the Finance Section. The hardstock copy stays with the Ground Support Unit.

**NOTE:** The price for fuel dispensed to private contractors will be based on current state contract prices plus the actual cost of delivery. Private contractor fuel prices will be established by the Finance Chief, clearly posted, and available to contractors. Fuel prices charged back to federal cooperators and the California National Guard will be at contract cost.

## **TRANSPORTATION REQUIREMENTS**

**7575.4.5**

The equipment function provides transportation either by directly transporting personnel, supplies, and equipment or by temporarily assigning vehicles to other units. Transportation needs may be based on preplanned requirements contained in the incident action plan or in response to requests made to the Ground Support Unit.

Where additional vehicles are anticipated or are needed immediately, the Ground Support leader should order them through the Supply Unit. Transportation requests may be met by re-routing previously assigned vehicles. Maintain a current status record of vehicles for use in responding to requests for transportation.

Incident transportation needs will normally fall into two categories: planned needs and immediate needs.

## **TRAFFIC PLAN**

**7575.4.6**



(Revised 1996)

The Ground Support Unit will develop and implement the incident's traffic plan. The equipment manager will have an input into how the plan will be implemented. He/she must make sure that all drivers in the unit have a current copy of the plan for transportation purposes. He/she will set up road controls, flag persons, and make sure that all roads on the incident are well marked (signed). The equipment manager will coordinate with any local police departments that are being used to control traffic.

## **ROAD MAINTENANCE**

**7575.4.7**

(Revised 1996)

The maintenance of incident roads is an important function of the Ground Support Unit. The equipment manager must make sure to obtain the staff and equipment necessary to maintain all usable incident roads. He/she also must notify the Operations Section to inform the Ground Support Unit when there is a need for road maintenance.

## **VEHICLE AND EQUIPMENT SERVICE**

**7575.4.8**

(Revised 1996)

Required fueling, maintenance, and repair activities should be estimated jointly by the Ground Support leader and the equipment manager based on review of the incident action plan and guidance provided by the Support Branch director and/or Logistics chief. Significant factors include estimated duration of incident, also number and type of vehicles and equipment. Items to consider:

- Tender operators should be briefed on accountability for fuel.
- Oil and window cleaning equipment should be on hand.
- All engines must be serviced when off-shift.
- Expedite repairs on engines and dozers.
- Notify the Resources Unit when a vehicle is available after repairs are made.
- Dozers should be serviced every 12 hours.
- Air and fuel filters may be a concern.
- It may be necessary to deliver fuel drums by helicopter to remote locations.

## **RENTAL EQUIPMENT TIMEKEEPING: SHIFT TICKETS (OF-297)**

**7575.4.9**

(Revised 1996)

Policy in Section 3833.4.5 of the Incident Fiscal Management Handbook states:

The CDF employee (or federal agent) responsible for the equipment is also responsible for recording the contractor's hours on the OF-297 (shift ticket) and ensuring that the contractor signs the form. This is done at the end of each shift or day (whichever is appropriate). After each shift, the supervisor distributes the copies as follows:

- The blue copy (Time Officer) is given to the Ground Support Unit.
- The goldenrod copy (Vendor) is given to the contractor.
- The white copy is retained in the supervisor's OF-297 book.

The Ground Support Unit is responsible for delivering the blue copy (of the OF-297) to the equipment time recorder in the finance section at the end of each shift (or day, as appropriate).

Therefore, the Ground Support Unit is the focal point for the receipt of all shift tickets. The equipment manager may work with the Finance chief to see if it is feasible to have a Finance Section representative co-located to make it easier for shift tickets to be processed. **However, the responsibility for ensuring that shift tickets are submitted to the Ground Support Unit lies not with the Finance Section (even if co-located), but with the Logistics chief working in conjunction with the Operations chief.**

Should the need arise to track down missing shift tickets (or any other documents that make up a completed package for payment processing), the **responsibility rests with Logistics Unit. By the time the paperwork is passed to the Finance Section, it must be complete and accurate.**

To ensure that Ground Support is not spending valuable time chasing after missing paperwork, **the Logistics chief and the Finance chief should work together at general staff meetings to impress upon Operations the need to have all line supervisors comply with their timekeeping responsibilities.** This issue should be taken care of very early in the incident to avoid lost or missing shift tickets which could delay or reduce payments to vendors.

A complete procedural discussion of the OF-297 is presented in section 3833.4 of the Incident Fiscal Management (3800) Handbook. OF-297s will be used for **all** privately-owned equipment including bulldozers, transports, pilot cars, service units, pickups, chainsaws, refrigerator vans, light units, generators, toilets, shower units, water tenders, propane tanks, fuel trucks, mobile telephone systems, or any other piece of privately owned equipment that is used by the department on an emergency incident. In addition, California National Guard equipment **must** be shown on an OF-297 with all necessary data recorded.

(Revised 1996)

The Unit Log (ICS 214) must be started by the equipment manager as soon as he/she arrives for his/her assignment. The equipment manager will keep the Unit Log up to date and turn it in to the Ground Support Unit leader at the end of each operational shift. Some of the items to be included are:

- Equipment manager's staff.
- Any incident road condition problems.
- Any major operational changes.
- Problems with acquiring fuel and parts.
- Thefts or losses.
- Orders for resources, supplies, and parts.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see next section\)](#)

[\(see Table of Contents\)](#)